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**NON-PROFIT REQUEST FOR CDBG FUNDS**  
**APPLICATION FORM FOR PUBLIC SERVICE ACTIVITIES**  
**FY 2014-2015**

**Deadline for applications is Friday, February 14, 2014 by 5:00 PM. Applications must be received by 5:00 PM in the Community Development Department. Please review the attached guidelines.**

Project Title: \_\_\_\_\_

Target Population: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person and Daytime Telephone Number: \_\_\_\_\_

Required Information: (Please attach. See Attached Information Sheet for Complete Details.)

1. **Detailed proposal of no more than 2 pages**, including specific amount and purpose of the request, a concise description of the project, total funds required for the project, other funding sources, need for the project, project goals. See Application Guidelines on page 2.
2. Detailed line-item budget for the project of no more than one page in length that includes anticipated income and expenditures. Please indicate how CDBG funds will be used. Agency budget for the program year in which grant funds are requested.
3. A list of the members of Board of Directors or other governing board of your organization, a brief explanation of how they are elected and include authorization by Board to submit this application.
4. A copy of letter from Internal Revenue Service (IRS) stating tax-exempt certification **(NO EXCEPTIONS)** or, if a government agency, your IRS tax identification number.

Grant Request Amount: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

\_\_\_\_\_  
Signature of Project Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director or Chief Executive Officer of Requesting Organization

## **INFORMATION AND APPLICATION PACKAGE**

### **HICKORY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The City of Hickory Community Development Department is pleased to offer the Community Development Block Grant Fund. The goal of this initiative is to develop stronger communities by providing decent housing, creating suitable living environments, and expanding economic opportunities, principally for people of low and moderate income.

#### **Eligibility**

1. Applicants may include neighborhood-based non-profit entities, 501(c)(3) organizations and other tax-exempt organizations. The applicant must provide sufficient information on the purpose and activities of the organization and the proposed project or program.
2. Programs requesting grant funding must serve low and moderate income citizens of the City of Hickory. All projects must meet a National Objective of the Community Development Block Grant Program. All Activities proposed must be eligible activities under the CDBG program guidelines.
3. Funds may be used for contracts for services and/or specified honoraria provided the proposed recipient is providing direct services to the target population.
4. The Community Development Block Grant program will not consider applications for programs or projects for political purposes or which promote a particular religious point of view. Funds from the grant program are provided by the U.S. Department of Housing and Urban Development.

#### **Priority**

1. Priority will be given to programs or projects which will have the greatest impact on low and moderate income citizens of Hickory and which provide direct services and resources to the targeted populations(s).
2. Applicants are encouraged to be creative in developing projects that address real community needs. They are also encouraged to develop partnerships with other agencies and organizations if at all possible.
3. Public service funding will not exceed 15% of Community Development Block Grant Annual Grant as required by HUD.
4. State how City of Hickory's Consolidated Plan Strategies will be addressed.

#### **Application Guidelines**

Application Form: The required application form is attached and should serve as the cover document for the proposal and supporting materials.

#### **Proposal:**

1. In addition to the application form, a proposal (no more than 2 pages) must also be submitted giving a detailed description of the program, project, or proposed use of funds.
2. The proposal should be on the petitioning organization's letterhead and should be signed by the authorized official of the petitioning organization.
3. The first paragraph of the proposal should contain a sentence stating the specific amount and purpose of the request.
4. The proposal should contain: a concise description of the project; total funds required for the project; other funding sources; need for the project; objectives or goals and how they will benefit low and moderate income citizens; description of the requesting organization, including a report on the previous accomplishments of the organization, people served, goals achieved, funding sources, etc.

### **Budget**

1. Budget: Submit a line-item budget (Budget Forms Attached) for the program or project that details anticipated income and expenditures. Please state specifically what the Community Development Block Grant is being asked to fund.
2. Submit a budget for the agency as a whole, with all relevant details included.
3. Board of Directors: A list of the members of the requesting organization's governing board, with a brief explanation of how members are elected.
4. Tax-exempt Status: Submit a copy of the organizations federal tax-exempt certification letter from the Internal Revenue Service (IRS). **(NO EXCEPTIONS)** Governmental agencies should provide the IRS tax identification number.

### **Additional Guidelines**

The City of Hickory will hold 2 public hearings in the first quarter of each year, one at Ridgeview Library and one at City Hall in the Council Chambers, to discuss fund availability for the Community Development Block Grant program.

The staff liaison will send a complete grant review packet to all members of the Citizen's Advisory Committee after the stated submission deadline.

At the CAC meeting, the Community Development Staff shall present the grants to the CAC for discussion and vote. Recommendations, as determined by a majority vote, shall be forwarded to City Council.

### **Criteria**

1. The proposal must accomplish at least one of the goals of the City of Hickory's Community Development Block Grant Consolidated Plan Strategies.
2. Entities may only submit one project per grant cycle.
3. The program's focus is on programs designed to better serve low and moderate income citizens in the City of Hickory.
4. The program considers grant awardees to be partners to develop stronger communities.
5. The City of Hickory also requests that agencies receiving funding acknowledge the contribution on marketing and printed materials/brochures.

Failure to submit expenditure reports disqualifies an agency from seeking another grant, and may subject the grant recipient to any recovery or enforcement proceeds allowed by law. Expenditure reports must be completed to the satisfaction of the City of Hickory's Community Development Department, the agency may again submit a grant application under the same guidelines.

### **Allocation of Funds and Program Verification**

The Citizen's Advisory Committee will review and comment upon your application to the Hickory City Council who will have final approval. The Citizen's Advisory Committee reserves the right to recommend full or partial funding, or recommend against funding, in their sole discretion. A full report on the use of the funds and effectiveness of the program is required of recipient groups. The Community Development staff will require an audit of funds allocated to ensure proper use.

### **Additional Information**

Additional information is available from the Planning & Community Development, c/o Dave Leonetti, Community Development Manager, P.O. Box 398, Hickory, NC 28603 (828) 323-7414

### **Deadline for Receipt of Completed Applications**

**Friday, February 14, 2014, 5:00 PM.** Applications must be received by 5:00 PM in the Community Development Department, 76 North Center Street, Hickory, NC 28601.

## Agency Current Operating Budget

Present Fiscal Year	2013-2014	Dollars	Percent of Total Budget
<b>Income</b>			
Federal			
State			
City/Town			
Other Grants			
Fees			
Investments/Trusts/Etc.			
Third Party Reimbursements			
Other:			
Other:			
Other:			
<b>Total Income</b>			
<b>Expenses</b>			
Salaries			
Executive Director			
Other Staff			
Materials and Supplies			
Equipment and Property			
Contracted Services			
Travel			
Advertising/Public Relations			
Other:			
Other:			
<b>Total Expenses</b>			
<b>Total Assets</b>			

## Project/Program Proposed Expense Budget

Proposed Budget	Total Program	Funding Request
Annual Income		
Annual Expenses		
1. Salaries (list positions)		
2. Telephone		
3. Postage		
4. Utilities		
5. Rent		
6. Printing		
7. Insurance		
8. Materials and Supplies		
9. Equipment and Property		
10. Contracted Services		
11. Travel		
12. Advertising/Public Relations		
13. Other		
14. Capital Expenditures (Detail on separate attachment)		
15. Development and Construction Costs (Detail on separate attachment)		
<b>Total Expenses</b>		
<b>Projected Number of Clients:</b> _____	<b>Projected Cost Per Client:</b>	

## Project/Program Description

1. How long has this agency been operating in Hickory?

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2. What is the number of full-time and part-time employees?

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3. What are the business hours?

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4. What fees are charged?

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5. For what period of time has this agency been providing the proposed service?

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6. What services, other than those proposed in this application, does the agency provide?

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7. If the agency does not have experience in providing the proposed service, what experience and success has the agency had in carrying out similar projects/programs and in working in partnership with other agencies?

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